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SECJAXINST 1611.1C

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SECTOR JACKSONVILLE INSTRUCTION 1611.1C

Subj: **OFFICER EVALUATION REPORTS (OER) AND RATING CHAIN**

Ref: (a) Coast Guard Personnel Manual, COMDTINST M1000.6 (series)
   (b) Officer Evaluation System (OES), CCGD SEVENINST 1611.3O (series)
   (c) CGPC-OPM Officer Evaluation Issues: http://www.uscg.mil/hq/cgpc/opm/opmmain.htm
   (d) Schedule of ADPL and IDPL Officer Personnel Boards and Panels, COMDTINST 1401.5 (series)

1. <u>PURPOSE</u>. In accordance with section 10.A of reference (a), this instruction provides information and guidelines necessary for the proper preparation and handling of Officer Evaluation Reports (OERs) and establishes rating chains and submission action dates.

2. <u>ACTION</u>. Sector Department Heads, Commanding Officers, OER Supervisors, Reporting Officers, and Reviewing Officers shall comply with the contents of this instruction.

   a. Enclosure (1) specifies OER submission action dates for each officer and warrant officer assigned to Sector Jacksonville and outlying units. Enclosure (2) establishes our positional OER rating chains in accordance with reference (b).

   b. In accordance with reference (b), Commanding Officers and/or Sector Department Heads shall inform CCGD SEVEN (dm) of officers whose reporting periods are being changed due to PCS transfer of the Reported-On Officer or Reporting Officer, and when OERs will be late. CCGD SEVEN (dm) is the D7 OER Control Point Official for all OERs submitted to D7 for Reporting Officer/Review approval action. Additionally, CCGD SEVEN (dm) requires one copy of each OER approved by the Sector Commander or Sector Deputy as Reviewer.

   c. When mailing OERs, the Reporting Officer/Reviewer shall ensure that all reports are double-enveloped with the inner envelope clearly marked "OFFICER EVALUATION REPORT – Name of Officer and assigned Unit – FOR OFFICIAL USE ONLY."

   d. Each Active Duty and Reserve Officer should take a keen interest in Officer Evaluation issues as offered by CGPC-OPM in reference (c). Officers need to be aware of their upcoming promotion boards, reference (d) and submit OERs accordingly. Qualifications, certifications and professional and academic achievements can be directly communicated to a promotion board by

an officer through the submission of the officer educational record, CG-4082, Record of Professional Development, to their individual HQ PDR at CGPC-ADM3.

3. <u>DIRECTIVES AFFECTED</u>. Sector Jacksonville Instruction 1611.1B is hereby canceled.

4. <u>PROCEDURES.</u> Reported-On Officer OER input to supervisor. Pursuant to the submission schedule listed in enclosure (1), each officer shall provide the following:

   a. <u>OER Forms</u>: Obtain appropriate forms from CG Central, USCG Adobe Forms or http://www.uscg.mil/ccs/cit/cim/forms1/form_oer.html.

      * CWO2, CWO3, CWO4, ENS, and LTJG.........................CG-5310A
      * LT, LCDR..CG-5310B
      * CDR CG-5310C
      * CAPT CG-5310D

   b. <u>Complete these blocks on the OER</u>: Blocks 1, 2, 6, 11, 12 and 13 of the OER form. *Note: Supervisor's of LTJGs and Ensigns are required to use the Officer Support Form CG-5308 (OSF); additionally, SELRES Reserve Officers are required to include the following in Block 2: "IDT Drills Scheduled/Attended XX/XX; ADT: XX Days; ADSW: XX Days."* BLOCK 10 INPUT: Report-on-officers should not provide recommended numerical marks or opinions as to future promotion, suitability for assignment, or potential. They are invited to address their personal preferences for schools and assignments.

   c. For Blocks 3,4,5 & 8: Submit no more than six pages of bullets highlighting your performance during the period. Bullets/input should be specific actions (verbs) that the officer did and what the impact of that action was. Provide SPECIFIC examples that include the following: projects completed and issues resolved, the outcome, and the impact it had on a member, the unit, D7 or the Coast Guard as a whole. OER input should be formatted so that the bullet can be used to create an "ACTION, IMPACT, and RESULT" comment directly from it. Bullets are needed for every dimension. The quality of the bullets is <u>priority</u> over the quantity. For actions that fit into more than one dimension category, default to the dimension that has less input.

   d. Create OER, save to your OER floppy disk (with your name on it), and print for hardcopy submission. *Keep in mind that Adobe OER forms frequently get corrupted or blank out and all data could be lost. It is a good idea to back up all OER text in a word file.*

   e. <u>Deliverable format</u>: Deliver your input in a brown, six-part folder. Include the following:

      1. The first section shall contains performance bullets.

      2. The second section shall contain a filled-out OER IAW paragraph 4.b. above, in the latest format and correct version for your paygrade.

3. The third section shall contain any Bravo Zulu letters received.

4. The fourth section shall contain up to 3 writing samples.

5. The fifth section shall contain the citation and narratives of any awards received (dated) during the period (even if they were for performance previous to the period).

6. The sixth section shall contain a copy of your previous OER. (if applicable)

7. Attach a floppy disk with e-copies of your bullets and filled-out OER form. If you do not have a floppy disk drive, ensure your supervisor knows why you are not including a disk, and e-mail copies of these documents to him or her instead.

f. Once OER submission is in the six part folder, forward it to the next level of the rating chain. *Note: Each level of the OER chain SHALL notify thier Department Head of the status and enter date into the OER tracker by the date listed in enclosure (1) for tracking purposes.*

g. "PIT FALLS" of good OER Input. Many Officers tend to give too much input. Provide concise meaningful input. (Remember, quality is priority over quantity). Provide three (3) or so hard-hitting bullets per performance dimension. With that, the OER can be easily written.

1. Bullets should be action/performance related. The rating chain needs to know the role you played in projects/operations in order to give an officer credit. The rating chain doesn't need adjectives to write an officer's OER. We need performance action with resultant impacts. Write bullets so the supervisor will remember the event/action. Often, bullets can be so lengthy that they become vague, and the rating chain is left wondering what was accomplished. Many "good" things do not make it into OERs because the supervisor did not understand what the person was talking about.

2. Performance bullets MUST correlate to the performance dimension an officer puts it under. Make sure that bullet fits and makes sense for the category/dimension where it was placed. Read the **definition** of each performance dimension. Do not claim something accomplished under more than one category. The only time this should be done is if it was a LARGE enough event, and only if it fits under both dimensions (i.e. a SAR case might be listed under both Professional Competence and Speaking if the officer led the SAR Case and completed PAO duties in a news interview).

3. Officers that do not provide input for a particular performance dimension are asking for a 4 (or lower) for that dimension.

4. If OER input is more than 6 pages, it is too long. Given that the rating chain is looking for 60 performance based bullets, the officer should be able to provide his or her rating chain all input in about 5-6 pages.

5. All too often, OER input is late. Please don't fall into this trap. The OER Eval block specifically states "Evals were on time" for a "4." This includes YOUR input. The above is all geared at preventing your rating chain from hunting for performance input.

h. Submission of OER's to Coast Guard District Seven (dm). D7 (dm) will perform an administrative review and will track all OERs forwarded to D7 Program Managers for Reviewer action. Upon completion of normal processing, the reviewer shall submit the original and one copy of the OER to CGD SEVEN (dm) for administrative review, and mailing. Upon completion of this review, D7 will forward the original and one copy of the OER to Commander, Coast Guard personnel Command (CGPC-opm-3). Reservists shall submit original and two copies to CGD SEVEN (dm). D7 then forwards the original and two copies to Commander, Coast Guard Personnel Command (CGPC-rpm).

5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION: Environmental considerations were examined in the development of this instruction and have been determined not applicable.

6. FORMS/REPORTS. Obtain from CG Central, USCG Adobe Forms or http://www.uscg.mil/ccs/cit/cim/forms1/form_oer.html.

PAUL F. THOMAS

Encl: (1) CG SECTOR Jacksonville Officer Evaluation Reports- Submission Action dates
       (2) CG SECTOR Jacksonville Officer Rating Chain

OFFICER EVALUATION REPORT - SUBMISSION ACTION DATES

See Section 10.3.A, PERSMAN for submission change exceptions, PCS detachments or change of Reporting Officer.
Reserve Officers must review 10.3.A to calculate their bi-annual submission schedule.

END OER REPORT DATE	REPORTED-ON OFFICER	DATE TO SUBMIT TO SUPERVISOR	DATE TO FORWARD TO REPORTING OFFICER	DATE FORWARD TO REVIEWER	DATE TO REACH CGPC OPM OR RPM	LATE NOTICE
31 JAN	LTJG	10 JAN	10 FEB	BY 02 MAR	17 MAR	
31 MAR	CDR	10 MAR	10 APR	BY 30 APR	15 MAY	
31 MAR	ENS	10 MAR	10 APR	BY 30 APR	15 MAY	
30 APR	CAPT	10 APR	10 MAY	BY 30 MAY	14 JUN	
30 APR	LCDR	10 APR	10 MAY	BY 30 MAY	14 JUN	
30 APR	CWO4	10 APR	10 MAY	BY 30 MAY	14JUN	
31 MAY	LT	10 MAY	10 JUN	BY 30 JUN	15JUL	
30 JUN	CWO2	10 JUN	10 JUL	BY 30 JUL	14 AUG	
30 Jun / 31 JUL	IN/ABOVE ZONE LTJG	10 JUN / 10 JUL	10 JUL / 10 AUG	30 JUL / BY 30 AUG	14 AUG / 14 SEP	
31 JUL	CWO3	10 JUL	10 AUG	BY 30 AUG	14 SEP	
30 SEP	ENS	10 SEP	10 OCT	BY 02 NOV	15NOV	

SECTOR JACKSONVILLE - OER RATING CHAIN

REPORTED-ON OFFICER	SUPERVISOR	REPORTING OFFICER	REVIEWING OFFICER
COMMAND CADRE			
Sector Commander	CCGD SEVEN (dcs)	CCGD SEVEN (d)	CGD SEVEN (d)
Deputy Sector Commander	Sector Commander	Sector Commander	CGD SEVEN (dcs)
Senior Reserve Officer	Sector Commander	CCGD SEVEN (dsr)	CGD SEVEN (d)
Chief, Logistics Department	Deputy Sector Commander	Sector Commander	CGD SEVEN (dm)
Chief, Response Department	Deputy Sector Commander	Sector Commander	CGD SEVEN (dr)
Chief, Prevention Department	Deputy Sector Commander	Sector Commander	CGD SEVEN (dp)

PLANNING AND READINESS			
Division Chief	Deputy Sector Commander	Sector Commander	CGD Seven (dx)
Any LT/LTJG/ENS	Division Chief, Plans & Readiness	Deputy Sector Commander	Sector Commander

COMMAND CENTER			
SCC Division Chief	Deputy Sector Commander	Sector Commander	CGD SEVEN (drmc)
SCC-J Supervisor	Deputy Sector Commander	Sector Commander	CGD Seven (drmc)

REPORTED-ON OFFICER	SUPERVISOR	REPORTING OFFICER	REVIEWING OFFICER
LOGISTICS DEPARTMENT			
Engineering Officer (ENG4)	Chief, Logistics	Deputy Sector Commander	Sector Commander
Supply Officer (F&S4)	Chief, Logistics	Deputy Sector Commander	Sector Commander
RESPONSE DEPARTMENT			
LT – Asst Response Chief	Chief, Response	Deputy Sector Commander	Sector Commander
LT/LTJG Enforcement Div Officer	Chief, Response	Deputy Sector Commander	Sector Commander
LT – Incident Management Division Officer	Chief, Response	Deputy Sector Commander	Sector Commander
LTJG/ENS – Enforcement Division	Enforcement Division Officer	Chief, Response	Deputy Sector Commander
LTJG/ENS – Cutter/Boat MGMT	Incident MGMT Div Officer	Chief, Response	Deputy Sector Commander
CGC KINGFISHER/SHRIKE			
Commanding Officer	Chief, Response	Deputy Sector Commander	Sector Commander
CO, **Station Canaveral/Mayport**	Chief, Response	Deputy Sector Commander	Sector Commander

REPORTED-ON OFFICER	SUPERVISOR	REPORTING OFFICER	REVIEWING OFFICER
PREVENTION DEPARTMENT			
LCDR – Chief Inspection/Investigations Division	Chief, Prevention	Deputy Sector Commander	Sector Commander
LT - Chief, Waterways Management Division	Chief, Prevention	Deputy Sector Commander	Sector Commander
LT - Domestic Inspections Branch Chief	Chief, Inspection/Investigations Division	Chief, Prevention	Deputy Sector Commander
LT - Facility Branch Chief	Chief, Inspection/Investigations Division	Chief, Prevention	Deputy Sector Commander
LT - Investigations Branch Chief	Chief, Inspection/Investigations Division	Chief, Prevention	Deputy Sector Commander
LT – Port State Control Branch Chief	Chief, Inspection/Investigations Division	Chief, Prevention	Deputy Sector Commander
LTJG/ENS/CWO Port State Control	Port State Control Branch Chief	Chief, Inspection/Investigations Division	Deputy Sector Commander
LTJG/ENS/CWO Investigations	Investigations Branch Chief	Chief, Inspection/Investigations Division	Deputy Sector Commander
LTJG/ENS/CWO Facility Inspection	Facility Branch Chief	Chief, Inspection/Investigations Division	Deputy Sector Commander

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CO, **CGC MARIA BRAY**	Chief, Waterways Management Division	Deputy Sector Commander	Sector Commander

REPORTED-ON OFFICER	SUPERVISOR	REPORTING OFFICER	REVIEWING OFFICER
MSD Canaveral			
Supervisor	Chief, Prevention	Deputy Sector Commander	Sector Commander
Asst Supervisor Officer	Supervisor	Chief, Prevention	Deputy Sector Commander
CWO's	Supervisor	Chief, Prevention	Deputy Sector Commander
All Reserve Officers 03 and Below	Applicable Division Chief	Senior Reserve Officer	Deputy Sector Commander
Any Reserve Officer 04 and Above	Applicable Division Chief	Senior Reserve Officer	Sector Commander